

MINUTES
IMPROVEMENT & SERVICE COMMITTEE
Wednesday, January 15, 2014
ROOM 207, CITY HALL
5:30 p.m.

MEMBERS: Brian Danzinger, Joe Moore, Jim Warner, Jerry Wiezbiskie

1. Approval of the minutes from the regular meeting on December 11, 2013.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Warner to approve the minutes from the regular meeting on December 11, 2013.

Motion carried.

2. Approval of the agenda.

A motion was made by Ald. Warner and seconded by Ald. Wiezbiskie to approve the agenda. Motion carried.

3. Request by Gordon and Carol Gardipee for a variance to requirement for a trash cart due to the house being for sale and is currently vacant at 2425 Matchwood Lane.

Director Grenier presented the letter written by the Gardipee family. Discussion ensued about whether Council intended the trash cart to remain with the property. If it was assigned to the parcel, the cart should be required. If it is the property of the owner, it could be taken with the owner if they move, or not purchased if the owner chooses to forgo trash collection. After much discussion, the Committee agreed that the cart could be purchased by the new owner once the residence is occupied. Trash will not be collected from this location without an approved trash cart.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the request by Gordon and Carol Gardipee for a variance to requirement for a trash cart due to the house being for sale and is currently vacant at 2425 Matchwood Lane. Motion carried.

4. Request by Ald. Steuer to see the permission to park on-street overnight up to a maximum of twelve (12) times per year.

Director Grenier reviewed Ald. Steuer's request. Current policy allows residents to park on-street overnight up to six (6) times per year, for no longer than two weeks per incident. The restriction is in place to allow the police department to determine which vehicles belong in an area, to prevent disabled vehicles from lingering in the street, and to allow for snow plowing and street sweeping operations. However, current policy does allow any resident to petition for additional recurrences, through the Improvement & Service (I&S) Committee. Director Grenier estimated that no more than a dozen requests are received in any given year. The Committee agreed that the current policy is effective as administered, and allows the flexibility that is recommended by Ald. Steuer's request.

A motion was made by Ald. Moore and seconded by Ald. Warner to receive and place on file the request by Ald. Steuer to see the permission to park on-street overnight up to a maximum of twelve (12) times per year. Motion carried.

5. Request by Ald. Kocha to consider, with possible action, constructing the sidewalk on the south side of University Avenue, from Humboldt Road to St. Anthony Drive, as a multi-use trail, as an alternative to a sidewalk.

Director Grenier explained that the Planning Department is working with a consultant to create a redevelopment plan for the University Avenue corridor. During the public meeting process, stakeholders expressed a desire for a multi-use trail for bicycles and pedestrians in this corridor. Ald. Kocha's request reflects this stakeholder desire.

Department of Public Works (DPW) staff has concerns with this request. DPW staff has already been ordered by Council to install sidewalks at this location. This order would have to be rescinded before the multi-use trail can be installed. In anticipation of the sidewalk construction, a brief review of the aerial photographs and right-of-way maps was conducted, with detailed survey to follow in the spring. This review has revealed several pinch points that would make it difficult to install five foot sidewalks. There is doubt whether a 10-foot wide multi-use trail can be physically installed in this location. Steep grades, the presence of utility poles, wetlands, a stream and a non-centered right-of-way also stand as design challenges that may drive the cost of a multi-use trail significantly higher than a sidewalk installation.

Additionally, DPW staff is unsure if multi-use trails are assessable under current ordinances. It is unclear who would be required to maintain the trail. If it is determined that the City cannot assess for the trail, it would also be likely that the City would have to perform snow removal operations as well. Both of these issues would have fiscal impacts for the City.

DPW staff will review the detailed survey when it is completed in the spring to verify the reconnaissance work indicating a trail would not fit within the current corridor. DPW staff will also work with the Law Department to determine whether a trail can be assessed and who owns the maintenance responsibilities for it. If these issues show that a trail is feasible, the department would like to bring this issue forward at a later date. In the meantime, DPW staff expressed concern that this request not hold up the installation of the sidewalks ordered in last fall until which time the multi-use trail proves feasible.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to deny the request by Ald. Kocha to consider, constructing the sidewalk on the south side of University Avenue, from Humboldt Road to St. Anthony Drive, as a multi-use trail, as an alternative to a sidewalk. Motion carried.

6. Request by Ald. Wiezbiskie, on behalf of constituents on the north end of Bay Highland Circle Drive, to have the City enter on the private drive to pick up garbage and recyclables.

Director Grenier deferred to Ald. Wiezbiskie to explain his request. Ald. Wiezbiskie stated that with the newly-required recycling and trash carts, the Bay Highland Circle neighborhood ran out of public frontage to properly place all of their carts. They want to enter into an agreement to place their carts on the private drive instead of the frontage. Currently, fire trucks are able to enter and exit the street in a forward motion, and he believes the DPW collection vehicles would also be able to do so. Barring this agreement, he sees no other way for the residents of this community to comply with the current solid waste collection regulations.

A motion was made by Ald. Moore and seconded by Ald. Wiezbiskie to open the floor. The motion carried.

Don Beno, 3475 Highland Center Drive spoke to the Committee. He is the president of the Highland Oaks Homeowner's Association and a resident of the community. He stated that they have tried to comply with the new requirements, but were forced to place their carts across the private drive to comply, or would be placing them on the island, which is also prohibited. He

stated that the Homeowner's Association would be willing to enter into the hold harmless agreement and carry the insurance needed for DPW collection to take place.

Director Grenier stated that DPW has been unable to visit the street prior to the Committee meeting, but would do so before the Council meeting. Based on aerial photography and the experience of the fire department, it is very likely that the street meets the physical requirements needed for collection. Therefore, contingent upon the requirements of §09.02(7)e.2, DPW staff supports this request and asks that the Committee authorize the City to enter into an agreement with the Highland Oaks Homeowner's Association and authorize the Mayor and City Clerk to sign. If DPW investigations reveal that collection is not physically possible at this location, DPW staff will notify the Committee prior to the Council meeting.

A motion was made by Ald. Warner, seconded by Ald. Wiezbiskie, to close the floor. The motion carried.

A motion was made by Ald. Warner and seconded by Ald. Wiezbiskie to approve the request by Ald. Wiezbiskie, on behalf of constituents on the north end of Bay Highland Circle Drive, to have the City enter on the private drive to pick up garbage and recyclables, and to authorize the Director of Public Works to enter into an agreement subject to the provision of Municipal code §9.02(7)e2, and authorize the Mayor and the City Clerk to sign. Motion carried with Ald. Moore abstaining.

7. Request by Department of Public Works to address requests for additional and/or lesser number of trash carts at the staff level.

The approved policy requires all requests for a greater or lesser number of trash carts be approved by the I&S Committee. Currently, DPW has delivered approximately 21,000 carts, covering 60% of the City. In that time, approximately 30 additional cart requests and 100 requests for fewer carts at multi-family residences have been received. This represents a small fraction of the total carts issued. DPW staff is confident that the requests for fewer carts can be handled at the staff level. If a multi-family unit underestimates the number of carts needed, it will result in overflow trash which will be charged for pickup. The service charge for overflow pickup is \$57, which is \$3 less than the price of a cart. Landlords will have a financial incentive to purchase additional carts rather than pay a repetitive service charge.

The requests for additional carts have been infrequent. Therefore, DPW staff is confident that these requests can also be handled at the staff level. If any resident disagrees with the determination of the department, an appeal can always be filed with the I&S Committee.

DPW staff also stated that alderpersons can be notified of approvals for a variance in the number of carts required in their wards.

DPW staff requests approval of this proposal.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Warner to approve the request by Department of Public Works to address requests for additional and/or lesser number of trash carts at the staff level. Motion carried.

8. Approval of the 2014 Department of Public Works service charges.

Director Grenier reviewed the proposed Department of Public Works service charges for 2014. Service rates for move-out trash collection, appliances, recycling carts, trash carts, and concrete base street pothole repair are proposed to remain the same as 2013 charges. Gravel base street repairs, early setout charges, construction and demolition debris collection, and snow and ice removal charges are proposed to increase slightly, driven by the increased cost

of DPW labor. The rate for weed cutting charges is proposed to decrease slightly, due to a drop in the state equipment index which factors into the calculation of the charge.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Warner to approve the 2014 Department of Public Works service charges.

Moveouts and Bulk Collection Charges:

≤3CY	\$70.00 each stop
>3CY but ≤10CY	\$140.00 each stop
>10CY	\$210.00 each stop

Construction/Demolition Materials:

\$48.00 per cubic yard

Appliance Collection:

\$35.00	Refrigerators and freezers
\$25.00	All other appliances

Recycling and Trash Carts:

\$60.00	64-gallon
\$60.00	96-gallon

Early Set-Out:

Minimum	\$59.00
Hourly	\$152.00

Asphalt Pavement Repair:

Concrete Base Street	\$46.00/SY
Gravel Base Street	\$91.00/SY

Snow and Ice Control on Public Sidewalks:

\$0.15 per lineal foot plus \$52.00 administrative charge per parcel

Weed Cutting:

Fixed charge per parcel	\$44.00
Plus labor per hour	\$34.00
Plus equipment per hour	\$31.00
Minimum charge-1/4 hour	\$60.25

Motion carried.

9. Request by Department of Public Works to replace a pick-up truck as the result of a traffic accident.

Unfortunately, during a December 2013 snow event, a DPW pick-up truck was involved in an accident. The damage to the vehicle was severe enough to consider the vehicle a total loss. This truck was not slated for replacement in the 2014 budget. DPW is requesting approval for \$11,565.07 to be spent from the 2014 vehicle replacement budget to cover the difference between the replacement cost for the vehicle and the amount received from the insurance settlement. DPW staff has reviewed the vehicle use, and determined that a truck is the most appropriate vehicle for the proposed use.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Warner to approve the request by Department of Public Works to replace a pick-up truck as the result of a traffic accident. Motion carried.

10. Request by Department of Public Works to purchase two (2) automated sanitation collection trucks from the City of De Pere.

The City of De Pere is currently converting vehicles in their sanitation collection fleet to be fueled by compressed natural gas. De Pere is also requiring their new vehicles to have an increased capacity, going up from 34 yards to 38 yards. As a result of this conversion, De Pere will be replacing two of their existing automated refuse collection vehicles. The two vehicles De Pere is replacing are the same make, model, and capacity as our current automated units, have similar options to the nine units we recently converted, and were built by the same supplier as our units.

The City of Green Bay can acquire both vehicles from the City of De Pere for a total cost of \$130,000. This compares to the \$260,000 currently budgeted in 2014 to acquire one new vehicle in the approved vehicle replacement plan. The cost savings of \$130,000 will be returned to the vehicle replacement fund to offset unforeseen necessary expenditure and/or to apply toward future needs.

A motion was made by Ald. Warner and seconded by Ald. Wiezbiskie to approve the request by Department of Public Works to amend the 2014 equipment replacement plan to purchase two (2) automated sanitation collection trucks from the City of De Pere. Motion carried.

11. Presentation of Downtown Parking Study report for discussion and possible action.

Director Grenier reviewed the executive summary of the Downtown Parking Study, prepared by Desman and Associates. The study looked at the current condition of parking in the downtown area and assessed needed repairs in the parking ramps. In general, the downtown area has enough parking to address parking needs for the next five years. After that, anticipated growth and a future loss of a parking ramp will place pressure on parking in the downtown area. Director Grenier reviewed the specific recommendations made by the report with the Committee. These recommendations have not been prioritized by DPW.

The Director requested that the Committee accept the report and authorize DPW staff to create an implementation plan based on the recommendations contained within, to be brought forward for Committee approval at a later date.

A motion was made by Ald. Moore and seconded by Ald. Warner to receive and place on file the presentation of the Downtown Parking Study report and direct the Department of Public Works to prepare an implementation plan based on the report recommendations. Motion carried.

12. Request by Rhonda Budez (tenant) on behalf of Sand & Sun, LLC (owner) for an Air Rights Easement to allow the installation of a flag-mounted sign above the N Broadway right-of-way at 143 N Broadway.

Director Grenier referred the Committee to the information contained within their packets. This request is similar to others that have come before the Committee in the last year. DPW staff has reviewed the request with the Planning Department to make sure that it is consistent with the character desired in the Broadway Business District. DPW staff recommends approval of this request.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Warner to approve the request by Rhonda Budez (tenant) on behalf of Sand & Sun, LLC (owner) for an Air Rights Easement to allow for the installation of a flag-mounted sign above the N Broadway right-of-way at 143 N

Broadway, subject to execution of a hold harmless agreement, filing the required insurance with Risk Management, and authorize the Mayor and the City Clerk to sign. Motion carried.

13. Request by 154 N Broadway, LLC (owner) on behalf of Salon 54 (tenant) for an Air Rights Easement to allow the installation of a flag-mounted sign above the N Broadway right-of-way at 154 N Broadway.

Director Grenier referred the Committee to the information contained within their packets. This request is for a business a few doors down the street from the previous request, and is similar to others that have come before the Committee in the last year. DPW staff has reviewed the request with the Planning Department to make sure that it is consistent with the character desired in the Broadway Business District. DPW staff recommends approval of this request.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Warner to approve the request by 154 N Broadway, LLC (owner) on behalf of Salon 54 (tenant) for an Air Rights Easement to allow the installation of a flag-mounted sign above the N Broadway right-of-way at 154 N Broadway, subject to execution of a hold harmless agreement, filing the required insurance with Risk Management, and authorize the Mayor and the City Clerk to sign. Motion carried.

14. Approval of the following Temporary Limited Easements (TLE) and Permanent Limited Easements (PLE):

MONROE AVENUE – CASS STREET TO MAIN STREET PROJECT ID. # 1481-07-21

Robert L. Vertz Parcel 27	\$250.00	TLE
DOS Espiritu, LLC Parcel 47	\$250.00	TLE
Associated Bank Parcel 71	\$250.00	TLE
Associated Bank Parcel 72	\$1500.00	PLE & TLE
Feld Limited Partnership Parcel 78	\$4050.00	PLE & TLE
Econoprint Centers, Inc. Parcel 81	\$250.00	TLE

These easements are being procured for the Monroe Avenue Department of Transportation project.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the following Temporary Limited Easements (TLE) and Permanent Limited Easements (PLE):

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Robert L. Vertz Parcel 27	\$250.00	TLE
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Associated Bank Parcel 72	\$1500.00	PLE & TLE
Feld Limited Partnership Parcel 78	\$4050.00	PLE & TLE
Econoprint Centers, Inc. Parcel 81	\$250.00	TLE

Motion carried.

15. Applications for Tree and Brush Trimmer Licenses by the following:

- A. Big Boy's Landscape and Snow Services, LLC
- B. A Four Season Tree Care
- C. Casey's Tree Service, LLC
- D. Ripley Stump Grinding
- E. Beaver Tree Specialists
- F. Fallrite Tree Services
- G. Carl's Tree Service
- H. Mike's Stump Removal
- I. Best Stump Grinding

DPW staff has reviewed these applications and recommends approval.

A motion was made by Ald. Moore and seconded by Ald. Warner to approve the applications for Tree and Brush Trimmer Licenses by the following:

- A. Big Boy's Landscape and Snow Services, LLC
- B. A Four Season Tree Care
- C. Casey's Tree Service, LLC
- D. Ripley Stump Grinding
- E. Beaver Tree Specialists
- F. Fallrite Tree Services
- G. Carl's Tree Service
- H. Mike's Stump Removal
- I. Best Stump Grinding

Motion carried.

16. To receive and place on file the verbal Director's Report on the recent activities of the Public Works Department.

For the good of the order, Ald. Wiezbiskie requested clarification on when DPW staff anticipated enforcement actions regarding the placement of trash carts at residences, noting that he has received multiple complaints of carts left on the street, in front of garage doors, and other locations in plain sight. Director Grenier stated that the ordinance can be enforced now, and encouraged any Alderperson to call DPW if enforcement action is needed. It was the consensus of the Committee that the delivery of the carts in January, when significant snowfall was already on the ground, is a root cause of some of the placement violations. Committee members agreed that a reminder should be placed in the local paper and City webpage prior to enforcement, and encouraged each Alderperson to personally remind offending residents of proper cart placement prior to requesting an enforcement action.

Director Grenier stated he was extremely proud of staff and expressed his appreciation at the way the most recent snowplow event was executed. The Committee concurred and expressed thanks to the DPW operations staff.

Engineering is preparing our first quarterly report to the US EPA on basement backups. This report is a result of the Consent Order we entered into in October 2013. Overall, we're pleased to note that both basement backups and city-caused basement backups are on a significant downward trend. This trend is largely due to increased routine maintenance performed by Sewer Section staff.

Engineering is sad to report that Rachel Ballast, a civil engineer in project development, tendered her resignation today, effective February 7, 2014. Rachel had 10 years of experience with the City, and was a key player in our capital improvement plan delivery for 2014. Because of her departure, Engineering is revamping our project delivery schedule for 2014. We anticipate the 2014 Capital Improvement Plan and 2014 assessment rates will be brought before the Committee in February.

Ald. Wiezbiskie requested an update on salt placement for this year, specifically requesting whether environmental considerations limit the amount of salt placed on the roadways. Director Grenier explained that there are no environmental restrictions on the amount of salt placed, but the City has to pay for every ton of salt placed on the roads. To be fiscally responsible, we attempt to place the lowest amount of salt that still allows for safe passage for our drivers. Currently, we are in good shape for our salt supply for this year.

A motion was made by Ald. Moore and seconded by Ald. Wiezbiskie to receive and place on file the verbal Director's Report on the recent activities of the Public Works Department. Motion carried.

A motion was made by Ald. Moore and seconded by Ald. Wiezbiskie to adjourn the meeting. Motion carried.

Meeting adjourned at 7:22 p.m.